OPEN EXAMINATION



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

HOSPITAL POLICE OFFICER

CONTINUOUS TESTING OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA, AND PATTON STATE HOSPITALS

*SALARY RANGE: \$3074-3695

(*Atascadero and Coalinga State Hospital have an \$800 per month recruitment and retention bonus.)

Plus a recruitment and retention bonus of \$800 per month for Coalinga State Hospital.

The salaries in this bulletin may not reflect all pay raises or additional bonuses. You should verify the salary level(s) with the department personnel office before

WHERE TO APPLY

ATASCADERO STATE HOSPITAL EMPLOYMENT OFFICE 10333 EL CAMINO REAL P.O. BOX 7005 ATASCADERO, CA 93423 (805) 468-2000/TDD (805) 468-2009

NAPA STATE HOSPITAL PERSONNEL OFFICE 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558-6293

(707) 253-5611/TDD (707) 253-5768

COALINGA STATE HOSPITAL SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210 (559) 935-4305/TDD (559) 935-7120 **SALARY RANGE: 3182-3824**

PATTON STATE HOSPITAL HUMAN RESOURCES-EXAMS/HIRING 3102 EAST HIGHLAND AVENUE **PATTON, CA 92369** (909) 425-7000/TDD (909) 862-5730

METROPOLITAN STATE HOSPITAL

NORWALK, CA 90650 (562) 863-7011/TDD (562) 863-1743

11401 SOUTH BLOOMFIELD AVENUE

Submit an application to one address indicated above. This location is where you would like your list eligibility established. Do not submit applications to the State Personnel Board.

TESTING RESTRICTION The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE

CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any

EXAM PLAN

This examination will consist of a written test only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum of 70.00% must be obtained on the written test. Competitors who do not appear for the written test will be disqualified.

This is an open examination.

MINIMUM **OUALIFICATIONS** NOTE: All competitors must meet the education and/or experience requirements for this examination by the written test date.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

<u>Education</u>: Equivalent to completion of the 12th grade. [This may be demonstrated by (1) possession of a high school diploma issued by a U.S. institution, or (2) passing the California High School Proficiency test, or (3) passing the General Education Development (GED) test meeting California high school graduation standards, or (4) have attained a two-year or four-year degree from an accredited college or university.] [Per Government Code Section 1031 (e).]

AND Training Requirement: Satisfactory completion of the training requirements of Penal Code Section 832. Candidates may be admitted to the examination before completion of Penal Code Section 832, but must successfully complete this training before being eligible for appointment.

SPECIAL PERSONAL. CHARACTERISTICS

A sympathetic understanding of the problems of the mentally disabled; tolerance, tact, and emotional stability; ability to remain calm in emergency situations; and willingness to work at night or report for duty at any time when emergencies arise.

SPECIAL PHYSICAL **CHARACTERISTICS** Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, emotionally stressful, and emergency situations encountered on the job; and sufficient hearing and vision to effectively perform the essential functions of the

JOB DESCRIPTION

Hospital Police Officers are distinguished from other peace officer classifications by being regularly required to perform law enforcement duties in close proximity to mentally ill patients or infirmed and disabled geriatric patients. Their duties include: maintaining law and order on hospital grounds; patrolling and protecting hospital buildings and grounds; checking for unauthorized movement, breaches of security, unsafe conditions, etc.; investigating crimes such as theft, drug possession and sales, assault, rape, arson, etc.; making arrests; testifying in court; enforcing vehicle speed and parking regulations and issuing citations when necessary. Incumbents also monitor patient and visitor activities on hospital grounds; assist nursing personnel in controlling severely combative patients; carry out standard procedures in cases of unauthorized patient absences; provide crisis intervention services to patients regarding incidents such as fights, assaults on staff members, involvement with drugs and alcohol, sexual misconduct, self-inflicted injuries, etc. They transport patients under security as required, and perform other related duties.

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

JOB

CHARACTERISTICS

All applicants are required to successfully complete the Department of Mental Health's Hospital Orientation Training and the Field Training Officer Program during their probationary period. Successful completion of the designated training courses is a requirement for permanent status in these classifications.

POSITION LOCATIONS Positions exist at Atascadero, Coalinga, Metropolitan, Napa, and Patton State Hospitals.

EXAM INFORMATION

WRITTEN TEST -WEIGHTED 100%

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- Report Writing.
- Reading Comprehension.
- 3.
- Reasoning Ability.
 Observation and Memory.

Ability to:

- Prepare accurate and objective written reports using good grammar, composition, and correct spelling.
- 2. Communicate information and ideas in writing so others will understand.
- Read and understand information and ideas presented in writing.
- 4. Analyze situations accurately and adopt an effective course of action.
- Quickly respond to emergency situations and disturbances.
- Establish and maintain cooperative relationships with co-workers, hospital staff, patients, visitors and others contacted in the 6. course of work.
- Exercise good judgment and maintain confidentiality.

PEACE OFFICER REQUIREMENTS

Persons appointed as Peace Officers must meet the following requirements.

Age Limitation: The minimum age of appointment is 21 years of age.

<u>Driver License Requirement</u>: Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

<u>Citizenship Requirement</u>: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029(a), persons convicted of a felony are disqualified from employment as peace officer except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Employment Background Investigation: Pursuant to Government Code Section 1031, prior to appointment, persons successful in peace officer examinations shall be required to undergo a thorough law enforcement level background investigation to include criminal history check, references, and financial stability. Persons unsuccessful in the background investigation cannot be appointed as peace officers.

<u>Medical Examination and Psychological Screening Requirement:</u> Pursuant to Government Code Section 1031(f), persons successful in peace officer examinations are required to successfully pass a thorough medical and psychological screening prior to appointment date. Persons unsuccessful in the medical and psychological screening cannot be appointed as peace officers.

<u>Drug Testing Requirement:</u> Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

ELIGIBLE LIST INFORMATION

Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written

request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination, towever, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in

multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development: and the progress she/he has made in her/his efforts toward self-development.

her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development. **High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-foryear basis.